

AEFLA Local Data Desk Audit

FY2011 Guidance

The Quarterly Desk Audit is required for the following reasons:

- To assist and encourage programs to review and analyze their program data regularly.
- To identify areas that may need further exploration, study, and/or improvement.
- To provide an accountability system so that programs will identify program gaps and implement strategies to improve their performance.
- To assist programs in addressing strengths and weaknesses prior to the end of the year when it's too late to correct issues that may need improvement.

Schedule and Submission

Each program is responsible for submitting this report according to the dates and times included in the reporting schedule for the fiscal year.

- Due the last Thursday of the month (September 30, December 30, March 31, and June 30).
- Reporting templates and instruction available online at www.pte.idaho.gov.
- Submit hard copy to the Division of PTE/ABE, 650 West State St, Boise ID 83702-0095.
- Reviewed by the state ABE Director and possibly other state leadership reviewers.
- Clarification, expansion, and further discussion, if needed, will be scheduled via a telephone conference call with each program.
- Technical Assistance will be provided and discussed with each program as applicable.

Data Reporting Guidelines

Data Audit Report consists of two parts (see directions below)

Part 1: Student File Review Rubric

Find the form/template for Part 1 on the PTE/ABE website at www.pte.idaho.gov under "Data Desk Audit Rubric Form Part 1." Complete the rubric form using the directions and examples provided below.

1. Randomly select no less than 10 student files for small programs and no less than 15 student files for larger programs (include ABE, ESL, main-site, and outreaches).
2. Record each file on the rubric form provided on the website at www.pte.idaho.gov. Check for the following:
 - a. Student's name – Is it legible, and complete?
 - b. Is intake form being used the most current (look at bottom right corner and see if date is in current fiscal year) –
 - i. if it is, place a check mark in "Current Year Date."
 - ii. If not, write "no" in column.

- c. Log onto IMAS, under “Lookup students,” type in student’s name or social security number to bring student record up. Compare each line on the paper copy to that which is recorded in IMAS. Review all information.
 - i. If it completely matches, place a check mark in the “100% IMAS & Intake Match” column.
 - ii. If there is not a 100% match, record data that doesn’t match in next column on rubric. For example: if birthdates do not match, write “birth-date” in “Non-matches recorded” column.
- d. In file, check to see if pre-test follows state assessment policy (see chart in assessment policy). For example: was it given prior to 12 hrs. of instruction or is there documentation in file of locator/appraisal being used to indicate level of pre-test, etc.?
 - i. If pre test follows state assessment policy, place a check mark in the “Pre-test” column of the rubric.
 - ii. If it does not, write what doesn’t adhere to policy in the column.
- e. In file, if there is a post-test, check to see if it follows the state post-test policy. On IMAS check the dates of the pre- & post-tests and the attendance hours. Make sure that the appropriate level and corresponding assessment was administered. Were there sufficient hours between the two (60 hours For ABE & 70 for ESL)?
 - i. If yes, place a check mark in the “Post-test” column on the rubric.
 - ii. If not, check the post-test justification binder and see if a form was filled out and signed by the program manager. If yes, and reason for early post-test was justified, write yes. Note the number/percentage of justifications entered into the folder and keep an eye on this. Report the cumulative % of justifications at each reporting data. Record percentage based on number of students post-testing, not on the total number of students enrolled. If there is no form and/or post-test was given before 40 hours, write “no” in the “Post-test” column.

Part 2: Quarterly Quality Data Review

Complete the form/template provided on the website at www.pte.idaho.gov under Data Desk Audit, Part 2. It is self explanatory; however, if you do have questions or require further clarification please contact Cheryl Engel at the Division of Professional-Technical Education at csengel@pte.idaho.gov or call 208-334-3216 for assistance.